

COUNTY OF BRUNSWICK

FINANCE DEPARTMENT

Post Office Box 249
Bolivia, North Carolina 28422

Lithia B. Horne
Director of Fiscal Operations

Telephone (910) 253-2070
Telecopy (910) 253-2068

BRUNSWICK COUNTY 1% ROOM OCCUPANCY TAX

Dear Prospective Taxpayer:

On October 6, 1997, the Brunswick County Board of Commissioners levied a 1% occupancy tax in Brunswick County. This tax becomes *effective January 1, 1998* and is computed on the receipts *derived* from the rental of any room, lodging or accommodation furnished by a hotel, motel, inn, tourist camp, or similar place with the County that is subject to sales tax imposed by the State of North Carolina under North Carolina General Statute 105-164.4(a)(3) solely because they are rented for less than fifteen (15) days. *This tax is also in addition to any State or Local sales tax.*

This tax *does not* apply to accommodations furnished by a non-profit charitable, educational, or religious organization when furnished in furtherance of their non-profit purpose. In addition to the previously mentioned exemptions, room rentals supplied to the same person for a period of ninety (90) consecutive days or longer are also exempt from Brunswick County Room Occupancy Tax after the time requirement has been met.

Sales made directly to and paid directly by the United States government (*Federal Government and Military personnel*) are tax exempt. The exception to this law is the Army National Guard. Sales to this organization are not tax exempt because its funding is provided by the State. In order for room rental to federal government and military personnel to be tax exempt, the room must be paid for directly by the United States Government, otherwise, it is taxable. Payment tendered must be in one of the following forms:

- Official Purchase order, along with tax exempt certificate, presented to the establishment for direct bill;
- Federal Government Treasury Check;
- United States Government VISA I.M.P.A.C.(International Merchant Purchase Authorization. Care). card bearing the legend **"US GOVT TAX EXEMPT"** and **"FOR OFFICIAL USE ONLY"**. In addition to these requirements, the card must have the prefix of **4716** to constitute a U.S. **Government credit** card;
- Centrally billed American Express card used in connection with traveling. This card is printed with the legend **"United States Government"** and **"For Official U.S. Government Travel Only"** on its face. The card must also bear the prefix 34539, which indicates that it is centrally billed.



For Audit purposes, the taxpayer must retain copies of purchase orders, checks used for payment, ~~bankcard~~ copies, or other documentation which will substantiate lodging was provided for the federal government personnel on official business. Such documentation must be retained by the retailer for a period of three (3) years following the date of sale.

In the event a hotel, motel, inn or similar place within Brunswick County that is subject to this tax does not follow the guidelines set forth in the **RESOLUTION AUTHORIZING LEVY OF ROOM OCCUPANCY AND TOURISM DEVELOPMENT TAX IN BRUNSWICK COUNTY**, regulations and laws governing this tax, the responsibility of payment of the occupancy tax is with the hotel, motel, inn or similar establishment along with applicable penalties for failure to timely remit the tax when due.

Please find enclosed the Brunswick County Room Occupancy Tax Return form. Please give careful attention to the instructions on *How To Prepare The Return*. This tax and form is due in the Brunswick County Finance Department on or before the 15th day of the following month in which the tax accrues (i.e. January 1998 taxes accruing are due February 15, 1998). ***Returns must ~~be~~ filed ~~even if~~ taxes are not due.*** Returns and payments filed by United States mail are deemed to be filed on the date shown on the postmark stamped by the United States Postal Service. Any and all other means of filing the returns and payments are deemed filed the date received in the Brunswick County Finance Department. We have enclosed three (3) forms for your convenience. These forms are available in the Brunswick County Finance Department, 45 Courthouse Drive, Bolivia, NC 28422 and may be picked up Monday through Friday between the hours of 8:30 a.m. and 5:00 p.m.

NOTICE

If you are currently remitting an occupancy tax to the following municipalities, please be advised to remit the Brunswick County 1% Occupancy Tax directly to said municipality:

TOWN OF:

- Caswell Beach
- Ocean Isle Beach
- Sunset Beach
- Yaupon Beach

You **do not** have to remit the Brunswick County Room Occupancy Tax Return enclosed to the above referenced municipality or the County. The return, form or coupon book provided by the municipality will be acceptable. Please **follow** the instructions, as **you** have in the past, **from** the respective municipality.

If you have rentals outside the above referenced municipality's jurisdiction applicable to the Brunswick County 1% Occupancy Tax, please remit payment with the form enclosed directly to the Brunswick County Finance Department.

If you are currently remitting an occupancy tax to the following municipalities:

TOWN OF:

- ~~Holden~~ Beach
- Long Beach
- Southport

Please be advised that we will notify you at a later date as to whether you may remit the Brunswick County 1% Occupancy Tax to these municipalities. We do not have, at this time, a commitment from these municipalities to collect this tax.

If you have rentals applicable to occupancy tax within the jurisdiction of the Village of Bald Head Island, North Carolina, you are exempt from the Brunswick County 1% Occupancy Tax. However, if you have rentals applicable to occupancy tax outside this jurisdiction, please remit payment along with the return enclosed directly to the Brunswick County Finance Department or, if these applicable rentals are located within the jurisdiction of the above referenced municipalities, please remit directly to said municipality.

If you have any questions or need assistance, please contact the Brunswick County Finance Department at (910) 253-2070. Please state you are calling regarding assistance with this issue.

Thank you.

Sincerely,



Lithia B. Horne
Director of Fiscal Operations

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cc: Town of Caswell Beach
Town of ~~Holden~~ Beach
Town of Ocean Isle Beach
Town of Sunset Beach
Town of Yaupon Beach
Town of Long Beach
Town of Southport